

\*Please use this checklist to inform yourself about what is needed for this application and to ensure that your application and supporting materials are complete. For questions, please call 617-796-1420. Thank you.\*

## CHECKLIST FOR NEW ALCOHOL LICENSE/WINE & MALT RESTAURANT LICENSES AND ALL ALCOHOL/WINE & MALT PACKAGED STORES

- ☐ Transmittal Form
- ☐ \$200 Filing Fee to the City of Newton
- ☐ \$200 Filing Fee to the Alcohol Beverage Control Commission
- ☐ Newspaper Notice (Within 10 Days of Hearing)
- ☐ Abutter Notification
- ☐ Application With:
  - ☐ Art of Organization
  - ☐ Floor Plans
  - ☐ Legal Right to Occupy
  - ☐ Manager's Form
  - ☐ CORI Form
  - ☐ Personal Information Form
  - ☐ Supporting Financial Records
  - ☐ Vote of Corporate Board
  - ☐ Proof of Insurance